

Adolescent communication skills worksheets

Following is the list of tips regarding effective communication. Use this worksheet as a daily reminder to use these skills in your everyday life.

Active Listening Skills	Carefully listen to what others say to you. It shows that you are interested in talking and what others are saying is essential.
Be clear and confident.	Don't use confusing statements. Be confident in what you say and own it.
Be concise	Try to avoid giving lengthy statements. It makes the other person lose interest.
Non Judgemental Attitude	Understand that others have different points of view than you. It doesn't mean that they are wrong. They are just different from you, so accept their opinions without judging them.
Be Honest	Be honest and show up to your commitments.
Assertiveness Skills	Convey your opinions and stand up for your rights while respecting others
Be considerate	Be thoughtful and cooperative toward others.
Good Body Language	Maintain eye contact while talking to others and talk to others in a kind tone.
Be mature in your relationships.	Be the first one to resolve conflicts and save relationships.
Think before speaking	Don't react immediately. First, think and then respond.